



College Quarter



2011 - 2012

Residence Handbook

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Welcome to College Quarter Residence!!

This will be your “home” for the next eight months!

The purpose of this handbook is to tell you some things about the College Quarter (CQ) Residence and how it functions. Please read it carefully as it will answer many of your questions.

The CQ Residence will consist of four buildings: Aspen and Spruce (opening in Sept 2011 and June 2012), and Birch and Pine will be opening in September 2012. The CQ Residence has full time staff as well as part time student staff (Resident Assistant’s) who are here to help and support you.

The Residence complex is expensive to operate. All of its operating costs such as staff salaries, mortgage payments, utility charges and maintenance costs must be recovered from your rent money. It is therefore in your best interest to take care of the buildings and furnishings, and to adopt practices to conserve energy and keep housekeeping costs at a minimum.

Residence Department Office

Sylvia Choloduik	<i>Residence Manager</i>
Gord Snell	<i>Assistant Residence Manager, Facilities</i>
Mark Charmbury	<i>Assistant Residence Manager, Student Life</i>
Sarah Sotvedt	<i>Residence Life Coordinator (Voyageur Place)</i>
Vicky Parohl	<i>Residence Life Coordinator (Seager Wheeler)</i>
Emily Spek	<i>Residence Life Coordinator (Assiniboine/Wollaston Hall)</i>
Jonathan Adams	<i>Residence Life Coordinator (College Quarter)</i>
Audrey Agarand	<i>McEown Park</i>
Jennifer Dybvig	<i>Voyageur Place</i>
Nataliya Morgun	<i>Accounts</i>
Boris Holowaty	<i>Caretaker & General Maintenance Supervisor</i>

New Residence Staff

Donna Briscoe	<i>Caretaker Supervisor</i>
	<i>Caretaker</i>
	<i>Maintenance Supervisor</i>
	<i>Maintenance Worker</i>

Business Issues

Contracts

You are required to sign a contract that is legally binding for the full school year, September-April inclusive, and you are financially responsible for the full period of your contract. Details are found in your lease agreement. You cannot change this obligation without the approval of the Residence Manager.

Under the following special circumstances, subject to the Residence Manager's approval, your contract may be terminated early:

1. A student withdraws from University.
2. A resident has certified medical reasons.
3. You or the Residence Department can find a replacement
4. You provide 60 days notice.

Your request for cancellation must be in writing and submitted to the Residence Office. Before making plans to leave residence, you must meet with the Assistant Residence Manager. Refer to your lease agreement.

Payments

Upon receiving a letter of offer students must submit a deposit to hold their space. Prior to occupancy upon arrival students are required to pay September rent in full. (Please refer to lease agreement)

If the tenant neglects or fails to pay the rent (as per the lease agreement or following "special" arrangements which they have agreed to with the Manager) or other outstanding amounts, the tenant will be responsible for paying a penalty of \$25.00 per month or partial month that any such amount remains in arrears.

Deposit

You were required to pay a deposit prior to Registration. The deposit is applied to your Residence Account. (last month's rent)

Incoming Clearance Form

You will find an Incoming Clearance Form in your room. It is essential that you fill it out, noting anything wrong with your room. The condition of your room when you vacate will be compared to your Incoming Clearance Form and you will be charged for any differences beyond regular wear and tear. Return your form to an RA or to the Office by September 15. If you do not find an incoming Clearance Form in your room talk to your RA and he/she will get you one.

Insurance

The University insurance does not cover your belongings against damage or theft. You must arrange your own insurance coverage for personal property as well as liability for your accommodations.

Postal Service

Please note that the delivery of personal shipments from outside Canada to University addresses is not permissible, with the exception of University Students living in Residence. To differentiate these shipments from regular University shipments the shipping documents must state that the goods are for **PERSONAL USE** and must include the student's name, address, and phone number. It is imperative that "University of Saskatchewan" does not appear anywhere on the shipment or corresponding documents. Please advise those individuals shipping goods to you to use the following label format:

Mr. John Smith (PERSONAL) (BOX) (this is not your apartment number) – 1601 Aird Street (for Aspen Hall)/1611 Aird St. (for Spruce Hall) Saskatoon SK S7N 1Z7 (Aspen)/S7N 1Z8 (Spruce) CANADA
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What does this mean to you?

- Couriers handling University addressed shipments from outside of Canada are instructed to give the paperwork to the University customs broker – Livingston International Inc. Livingston is contracted by the University to handle valid University business transactions only. Brokerage fees are assessed for all University shipments, in addition to applicable duty and taxes. Avoid higher customer clearance charges by using postal services.
- Shipments addressed with the University's name are viewed as University shipments by Canada Customs and Revenue Agency (CCRA). Valid University shipments are generally associated with a purchase order. If a parcel is determined to be for personal use, the shipment will be refused by the University customs broker.
- If the shipment is cleared in the University's name, the University becomes legally responsible. The student will be required to reimburse the University for time and charges incurred.
- Any problems with personal shipments could result in financial penalties and ultimately suspension of the University's import privileges by CCRA. **The student will be responsible for reimbursement of any penalties related to the shipment.**

Proper labeling will ensure that you receive your personal shipments without delay and additional costs!

***** NOTE - DO NOT** write in the word "box", just indicate your assigned box number. For example, if you were assigned Box 89 in Aspen Hall your address will be:

Name
89 – 1601 Aird Street
Saskatoon, SK
S7N 1Z7

If you were Box Number 107 in Spruce Hall

Name
107 – 1611 Aird Street
Saskatoon, SK
S7N 1Z8

Please ensure to change your address at the Post Office when you leave. The charge will be the standard Canada Post rate.

Living in Residence

What is an RA?

Resident Assistants (RA's) are your guides to an informed and enjoyable life in residence. They are familiar with the day-to-day operation of the residence, and have a general knowledge of the campus community. Essentially, the role of the RA is to help make residence an environment that you can call home and that is conducive to your learning endeavours.

The main responsibilities of the RA's are:

- To welcome and orient students to residence
- To offer basic peer leadership to residents on issues of academic or personal concern and to make referrals when necessary
- To relay information on student issues back to the Residence Office
- To facilitate programming and opportunities for residents to become more involved in residence and/or university life
- To ensure that the rights and needs of all residents are respected and upheld
- To assist with emergencies
- To reflect residents' concerns to the Residence Office
- To provide leadership in areas relevant to community living, such as human relations, conflict management and mutual respect
- To enforce the rules and regulations of Residence whether they are on or off duty. If any rules or regulations are being broken, the RA's are required to report the situation and individuals involved in their logs.
- To assist with lockouts

It is important to cooperate with the RA's as they are simply doing their job. If you do not agree with how a situation was handled talk to the Assistant Residence Manager or Residence Life Coordinator.

Your RA's are students who have enjoyed their time in residence, appreciated the efforts of their own RA's and wish to give back to the student life program. We hope you'll feel the same and we encourage you to apply for an RA position for 2012-2013.

To Contact Duty RA

RA's will be on duty on a roster basis every evening and on weekends (Sun – Thu 6:30 pm – 11:00 pm; Fri and Sat 6:30 pm – 4:00 am). A Camps Safety officer is also on duty each night in the Residences.

When an RA is on duty, they are required to be in or around the RA Office in Aspen Hall, unless they are on their rounds.

If you should need the RA during the above scheduled hours and they are not in the office, please follow this procedure:

Call Campus Safety (966-5555) and say: "Please call the College Quarter Resident Assistant on the radio and ask him/her to call me at (number), my name is _____."

During the times when no RA is on duty, contact that Campus Safety Constables as above and ask for the Voyageur Place Security Person rather than that Resident Assistant.

Residence Life Coordinator

The Residence Life Coordinator, in conjunction with other student life staff, is responsible for creating a caring, student-focused, residential environment that supports a balance between academic success and the broader student life experience. They are professional residence life staff members who live amongst the student body in Residence. The RLC for the 11/12 academic year is Jonathan Adams. The RLC has office

hours to meet the needs of students and is available to address any of your concerns. These hours can be found posted on the door of the RLC Office. If you have any questions, concerns or problems please feel free to visit the RLC to discuss your situation. The RLC is located in Saskatchewan Hall and can be reached at jonathan.adams@usask.ca or 966-1420.

Campus Safety

Campus Safety can be contacted by dialing 966-5555. Every night from 11:00 pm – 7:00 am, a Security person will patrol the Residence halls. Security will also check on parties, act on any noise related problems, and deal with other security-related issues. Security personnel are agents of the landlord and have the right to enter a student's room if they deem it necessary. On Fridays and Saturdays an RA will work with the Security person.

Why Call Campus Safety?

Any time that your personal safety or the safety of others is in danger call Campus Safety at 966-5555.

Campus Safety can unlock your door. You will be required to show ID. Simply call 966-5555 and tell dispatch your room number.

Campus Safety will patrol CQ every night. Campus Safety will also check on parties, act on any noise-related problems and deal with other security-related issues.

Campus Safety will help to ensure the rules and regulations of CQ and the University of Saskatchewan are followed. They are instructed not to allow people into the buildings unless they are tenants or are guests of tenants.

Residence Hall Security

Security in Residence is a concern and responsibility of every resident.

- Keep your door locked at all times
- Do not prop doors open
- Do not let people you do not know into Residence
- Report all suspicious persons/activity to Campus Safety (966-5555)
- Report all damages/thefts to Campus Safety and/or the Residence office immediately
- Any time you feel that your personal safety or the safety of others is in danger call Campus Safety at 966-5555

If a door is not closing or locking properly write it on the maintenance sheet located on the bulletin board in your hall and/or report it to the Residence Office.

Safety Alert Signs are located in all of the Residence Halls and around the University. Campus Safety uses these signs to communicate information to the Students on Campus. If you see a posting in the yellow encasement, please take the time to read it and follow the instructions.

In the event critical information needs to be disclosed to Residents please refer to your USASK e-mail account for updates.

You may also sign up for text alerts from the University through PAWS. PAWS text messaging is used for the communication of important information.

NOTE – The Residence Office reserves the right to use video surveillance equipment to monitor public/common areas of the Residence and Campus Safety log and report the events and students they encounter to the Residence office.

Roommate Survival

Some of you may be sharing an apartment for the first time, and we know from experience that “roommate problems” are of major concern. You will be assigned a roommate and we are here to help if a problem should arise.

It is important to communicate with your roommates upon arrival to Residence as well as throughout the year. Your roommates need to know your general personal background, your attitude and emotions, your values, and personal preferences. If a problem arises at some point during the year discuss the issue right away rather than waiting. Not saying anything the first time it happens will only make your roommate think you don't have a problem and the behavior will continue. Open and honest communication usually ensures a satisfactory roommate relationship. If you are living with roommates you are encouraged to fill out the roommate contract provided for you at the beginning of the year.

It is important to get to know your roommates upon arrival. Some conversation starters could be:

- Where are you from?
- What is your family like?
- What are your favorite things to do?
- What is your major?
- What led you to choose that?
- Why did you choose UofS?

It is also a good idea to set some common expectations. A few things to discuss could be:

- Will you spend most of your time in the common area? Will it bother you if I do/don't?
- Are you looking for a friend or just a roommate?
- Study habits (Where/when do you plan to study?)
- What are your expectations if you are studying in the common area?)
- Is it OK to have alcohol in our room?
- What are your expectations when it comes to cleaning?
- Is it OK to share items/what is it OK to share?
- How do you feel about having guests (male or female) stay in the apartment?

These are just a few conversation starters to get the ball rolling so hopefully if an issue arises you have already talked about it. It is important to keep an open line of communication with your roommate during your stay in residence.

If you have been assigned roommates by us we appreciate that you may have to resolve some concerns and reach an understanding with the person(s) who will be sharing an apartment with you for the next eight months. There is only one way to do this effectively and that is by frank and open discussions about your lifestyles and habits. Use the above suggestions to get started and go through the roommate contract at the beginning of the year to set some guidelines. Where you have similar views about a particular item, a problem should not exist; where you have differing views, some compromise must be arrived at. We suggest you go a bit more than half-way. The key to all this is communication. Be honest and open and respect the views of your roommate.

Room Changes

We believe that most roommate problems can be resolved by the people involved and to that end, we do not wish to consider “room changes” before the end of September, unless an error has been made.

We encourage you to allow a one month period of adjustment. During that time we suggest you go through the following steps to try and work things out:

- Talk to your roommate(s). It is always best when roommates first speak with each other directly and tactfully, before getting other people involved. More often than not roommate conflicts stem from a simple misunderstanding.

- Talk to your RA or Advisor. Depending on your issues and their severity, your RA or Advisor will suggest some reasonable and typical compromises that have often proven effective depending on the situation at hand.
- If, after a reasonable trial period, you and your roommate(s) cannot resolve your differences, speak with the RLC or ARM. They will begin by asking you if you have discussed things with your roommate and have gone to your RA, so make sure you go through the above steps first. If problems persist, a room change may be necessary. There is a \$25.00 fee for the first room change and a minimum charge of \$50.00 for subsequent changes.

Apartment Meetings

If an apartment meeting is called by your RA, the RLC, or Residence Management it is expected that you attend this meeting as important matters will be discussed. If you are unable to attend such a meeting, communicate that with the person calling the meeting.

Cleaning & Cleaning Inspections

Residence Caretakers clean corridors, lounges and other common areas. You are responsible for keeping your room and apartment clean and tidy, as well as helping to keep the common areas tidy – remember that housekeeping costs must be paid for out of your rent money. Please do not use abrasive cleaners such as Ajax, Comet, or Old Dutch for any cleaning.

Bed Bugs, Ants, Rodents, Cockroaches, etc.

A high standard of cleanliness and proper storages of food products is essential in limiting the occurrence of any type of pests in Residence. To help prevent an infestation from occurring regularly clean your apartment and ensure that all food sources including dry foods, like rice, flour, sugar etc are secured in sealable containers.

If you see signs of or suspect any type of infestation contact the Residence Office immediately so we can address the issue and minimize the spread to your neighbors.

Bed Bugs

Bed bugs are small, flattened, oval-shaped insects. The adults are 4-5 millimeters long, brownish in colour and feed on warm-blooded animals. After feeding they may become elongated, plump and rusty-red or mahogany colour.

The bed bug is able to crawl into very small crevices in and around the human environment. These include between mattresses, seams in bed linens, upholstery, behind wood trim, inside electrical boxes, in floors, behind wallpaper, and in any other area near a blood meal that will hide a very thin insect. Bed bugs will move far distances at night for a blood meal, which is why infestations commonly occur in beds. Merely washing bed linens or other infested areas might not eliminate the source. Bed bugs are also excellent at relocating by hitching rides in luggage, boxes, shoes, and other mobile material. Because bed bugs and other pest may spread through crack and holes in walls, ceilings and floors, it is wise to inspect adjoining apartments (suites or rooms) on the same floor as well as those above and below.

An infestation of bed bugs is not evidence of unclean or unsanitary living areas. World class hotels have reported bed bug infestations in recent years, perhaps due to the increased domestic and international mobility of society in the past few decades.

Commonly, the first sign of bed bug infestation is the appearance of small brownish or reddish spots on linens. These are fecal spots or droppings on the surface of linens from the bugs. Occupants may also notice swelling and sometimes localized itching where they have been bitten.

Treatment

Remove all linens and blankets from beds, put in laundry and wash immediately using hot water and dry in a drier using the hot setting.

Vacuum the surrounding areas of the bed as well as the mattress tufts and folds of the edges to remove as many adults as possible. Be sure to dispose of the vacuum bag after vacuuming. After vacuuming, immediately place the vacuum cleaner bag in a plastic bag, seal it tightly and discard in a bin inside the garbage room on the first floor. This will help to prevent the spread of bedbugs in the building.

It is important to note that discarding the mattress will not solve the problem, as a new mattress can quickly become infested if bed bugs are still on the premises. Do not dump mattresses and/or furniture in the hallways or outside of the building. **Do not take found furniture and/or mattresses into your apartment.** This has been the number one reason for the spread of bed bugs throughout Assiniboine, Wollaston and Souris Halls.

If you have and/or suspect bed bugs or any infestation, immediately report it to the Residence office residence@usask.ca

Lockouts/ Room Keys/ Student Cards

A combination of hard keys and key cards is used in CQ. Key cards will be used for the building doors and your apartment doors. They will also be used for your Residence Declining Credit Balance (RDCB) for meals. Hard keys will be used for the door to your own room.

If you are locked out find an RA or Caretaker to unlock your door. If you cannot find an RA or Caretaker, call Campus safety at 966-555 as a last resort or if it is late at night or early in the morning. **You will be required to produce identification before your door is unlocked.**

There will be a \$25 charge for lost mail keys and room keys. If you lose your student card go to the bookstore to get a new one and stop at the Residence Office and Food Services to get them reprogrammed for your key and your RDCB.

Your keys are for your use only. Any person who is in the possession of an unauthorized key, which can open any lock in the Residences, is subject to the University Discipline Process. If you are found buying keys for any Residence, distributing keys to others, or found in possession of copied keys, you will be subject to disciplinary action and charged for re-keying the door(s).

Storage

There is limited storage space available for the duration of your stay. It is available on a first-come first-serve basis and is for luggage and off season clothing. Talk to the Residence Office for more information.

Heating

Details on the operation of the heating system will be inserted as soon as they become available.

Internet/TV/Telephone

Apartments are equipped with a land line and local calling, basic cable and high speed internet. SaskTel is the service provider.

Enterphones

There is a phone jack located in each apartment. You will have to hook a phone to the jack in order to use the enterphone system.

Two short rings of the phone indicate a visitor requests entrance to the apartment.

If talking on the phone – two overtones indicate a visitor requests entrance.

If talking to foyer entrance – a tone on the line indicates a telephone call.

To permit entrance

Lift telephone receiver – request identification ...Dial 6

To permit entrance while on a telephone conversation ...Dial 3

Telephone conversation is automatically put on hold and the telephone is connected to the foyer entrance.

To deny entrance

To deny entrance while in conversation with foyer....Dial 3

This will terminate conversation with foyer and connect your telephone with telephone line.

NOTE — Dial 6-unlocks door lock – A tone signal indicates visitor is entering apartment building. When keying digits “3” or “6”, keep the digits pressed for approximately two seconds. This feature is designed into the Enterphone system for your protection. It ensures you will not accidentally unlock the entrance door, or unintentionally refuse entry.

Community Review Board

The Community Review Board (CRB) is composed of approximately 15 Residence students who review incidents and complaints associated with violations of the rules of Residence. Students volunteer to sit as board members on an eight month term and enjoy the opportunity to develop leadership skills, teamwork skills, and develop analytical skills in a non-biased, impartial environment. The CRB has a coordinator position that performs the administrative duties associated with the Board.

The Board works in conjunction with the Residence Advisors and Assistants to address alleged violations of residence policies, community standards, and/or disturbances in the residence community. Upon notice of an alleged violation of residence policy, the student responsible will be summoned to a hearing. The CRB will then review relevant evidence, strive to include all parties affected, and may collectively impose sanctions to address the incident. Sanctions may include, but are not limited to fines, community service, or an education-based program. The Board strives to make a sanction relevant to the violation in an effort to strengthen the community. The Board has the power to recommend eviction if sanctions are not completed.

For more information concerning the CRB, please contact your Resident Assistant, Resident Life Coordinator or the Assistant Resident Manager, or see the Community Review Board Manual posted on the Residence website.

<http://www.usask.ca/residence/pdf/11 - Community Review Board.pdf>

Facilities & Services

Parking

Parking for residents of the New Residence is located in the U Lot in McEown Park. Parking arrangements can be made through the Parking Office (966-4502) or visiting their website. www.usask.ca/consumer_services/parking

Maintenance

Information on maintenance will be detailed in this section as it becomes available in this section.

Lounges

The lounges in the Residence are available for the Residents of the CQ and their guests.

Laundry

There is a laundry room in each building located on the third floor. Please use your respective laundry areas. More information to come

Ice Machines/Vending Machines

As information becomes available it will be posted in this section.

RULES

The rules in Residence have been established in order to help ensure the rights and protection of individuals. With the rights of residents also comes the responsibility for individuals to ensure that they are not infringing upon the rights of others, for example, an individual's right to study. The basic rule to remember is common courtesy. Other rules are based on this principle, and legal structures. The rules of Residence are taken seriously by all Residence staff. Rules on standards of behaviour that are broken will be addressed according to the assessed severity of the situation or in accordance with the number of violations a resident has committed. Varying levels of addressing violations of community standards include a formal warning by RA's, Advisors, RLC or Manager(s); paying for damages, probation, eviction, or even a requirement to discontinue studies at the University. If your rights are being infringed upon, or if you are aware of rules being broken, you are encouraged to speak to your RA, RLC, or the Assistant Resident Manager (Student Life).

Process for Violations of Community Standards

If you are found to be doing something that contravenes community standards, the handbook, or the lease, you may be subject to the process for violations of community standards. This is a varied process and every situation is treated individually depending on a variety of factors. The process is not all about "getting in trouble", the number one concern is looking out for the safety and well-being of all students. Any combination of the following may occur if you contravene the rules:

- **An RA may talk to you**, asking you to stop the behavior and inform you of the rules.
- **An Advisor may talk to you**, informing you of the rules and what future consequences may be.
- **You may receive a letter from the RLC or ARM**, requesting a meeting with you. If you receive a letter, it does not mean that you are in trouble. Often these meetings are about getting your side of the story and making sure everyone understands the rules and what future consequences may be.
- **You may be asked to go to a CRB hearing**, where a variety of sanctions may be assessed. For more information, see the CRB section above.
- **You may be placed on probation**. Probation is a response to actions/and or behaviors that contravene the handbook and/or lease. The document outlines expectations and may include sanctions. Failure to comply

with probation may result in further action including, but not limited to, eviction or the University's Non-Academic Discipline Process.

• **Eviction.** You may be evicted for violations to the Lease Agreement or the Handbook. If you choose to appeal this process you must put the basis of your appeal in writing and submit within one week of this notice to:

o Greg Fowler - Director of Consumer Services
Room 133 Saskatchewan Hall, 91 Campus Drive S7N 5E8
http://www.usask.ca/residence/life_in_residence/appeal_process.php

• **University's Non-Academic Discipline.** See Student Judicial Process http://www.usask.ca/university_secretary/pdf/SJP_handout_presentation_summary.pdf for more information.

GUESTS

You are responsible for any guest you invite in to the building and any guest is subject to the same rules and regulations you are. It is your responsibility to inform them of residence rules and policies. An overnight guest may stay with you for up to three days, provided your roommates have no objection. Always ask permission of your roommates if you are planning on having guests visit.

You are allowed to have several guests at a time in your apartment for day visits. However, please keep in mind that large social gatherings infringe on the rights of others to sleep and study. Noise must be kept to levels that do not disturb those who live in your apartment or those around you. If noise gets out of hand, the gathering will be shut down. Likewise, if there is a problem with open alcohol in the hallways coming from your gathering, it will be shut down.

PARTIES OR GATHERINGS IN RESIDENCE

If you choose to host a party or gathering in residence please be advised of the following:

- a) **Hosting a party is a privilege, not a right.** This privilege may be taken away at the discretion of Residence Life Staff.
- b) You are responsible for the actions of all the guests in attendance at your party and to inform them of the rules of residence.
- c) Quiet hours are at 12:00am and you must have the party shut down by then and the hall cleared out.
- d) The consumption of alcohol by persons under 19 years of age is not permitted.
- e) The consumption or transfer of open alcohol in the hallway is not permitted.
- f) You are responsible for any damages incurred in your room, the hall or residence from your party including but not limited to tile damage, bathroom damage, and the tampering with fire safety equipment.
- g) You are not permitted to advertise parties in residence, or on Facebook, MySpace, Twitter, or other social networks.
- h) The hallway must be kept clear at all times. If the hallway becomes too congested or too many people show up to your party it will be shutdown as it becomes a fire hazard.
- i) Please cooperate with RA's and Campus Safety at all times.
- j) Your party may be shut down anytime at the discretion of Residence Life Staff.
- k) The use of PA systems in your bedroom is strictly prohibited. A PA system will be defined at the discretion of Residence Life Staff. You cannot hire or book DJs for parties in residence, professional or amateur.

If you are unsure of what is permitted or not permitted in regards to hosting parties or gatherings please talk to a Residence Life Coordinator or the Assistant Residence Manager (Sask Hall 103). As a host you will be subject to the process for violations of community standards in the event you do not cooperate with Residence Life Staff and Residence rules are not followed.

ALCOHOL POLICY

The consumption of alcohol in residence is a privilege not a right. Students who abuse this privilege will be subject to the Residence Discipline process.

The provincial Statutes regarding the consumption of alcohol apply in and out of the Residence complex. If you are 19 years and over you may consume alcohol responsibly in your room but not in any common area such as a lounge or hallway. Open liquor is not to be carried between bedrooms.

Students under the age of 19 are not permitted to consume alcohol and will be subject at minimum, to the Residence Discipline process.

You are responsible for your guests at all times. It is your responsibility to inform all of your guests about the rules of Residence. Anytime you have guest drinking in your room, you must ensure all alcohol is kept in the room. Anytime alcohol is not kept in the room, the alcohol will be confiscated by Residence Life Staff or Campus Safety, your party/gathering may be shut down and your friends/guests may be asked to leave. Public Intoxication that is disrupting to the community will be subject to disciplinary action.

Kegs are NOT permitted in Residence.

Alcohol Funnels are NOT permitted in Residence.

Beer Bottles are NOT permitted in Residence.

Drinking Games, including BEER PONG and flippy cups, are **NOT** permitted in Residence.

The making of beer, wine or any other alcohol is not permitted in Residence.

Drinking Games are defined as any activity that promotes the mass consumption of alcohol in a finite or infinite allotted time period or any activity deemed to be a drinking game at the discretion of any Residence Life Staff.

Within Residence you are not permitted to organize, advertise or sell tickets for beer nights, token nights, pub crawls, keg parties, bladder bursts or any other activity that promotes the consumption of alcohol.

If a student vomits or creates a mess in any common area (hallway, bathroom, lounge, etc.) they will be charged a minimum \$30.00 cleanup fee. If the person was your guest you will receive the charge on their behalf.

The Residence Department works with the Student Health Centre and their Student Health Initiatives Program to raise awareness about issues regarding alcohol. Students who find themselves in breach of Community Standards involving alcohol will be required to meet with a Health Education Coordinator.

All RA events are non-alcohol events. You are not to drink during or show up to an RA event intoxicated. Failure to comply may result in your being removed from the event (and giving up any fees associated with the event) and you will be subject to the process for violations of community standards.

SMOKING

Smoking is prohibited in all University buildings, parts of buildings, enclosed spaces, leased spaces, University owned or leased vehicles and outdoor seating areas that are part of a restaurant or licensed facility. Smoking is also prohibited at Griffiths Stadium except in designated areas. Smoking is prohibited within a ten meter perimeter of any University building or ventilation air intake and other outdoor areas where posted. This policy applies to all University employees, students and visitors.

Smoking is strictly prohibited in all Residence buildings. If you are caught or suspected of smoking in your room/apartment you will be subject to Residence Discipline and or evicted.

The use of Hookah pipes or other water based pipes traditionally used for smoking tobaccos and fruits are not permitted in Residence. If you have any concerns or questions regarding this please see a Residence Life Coordinator.

DRUG POLICY

Use of drugs illegally or possession of drug paraphernalia or illegal drugs is not permitted either in the room, College Quarter or any other property of the University. NOTE: A resident who violates this provision, or any other obligation of this Agreement, may be evicted. Please refer to your lease agreement for more detailed information.

Zero Tolerance: The Resident agrees that any violation of the laws, regulations, codes, ordinances, policies, conditions and/or rules respecting or relating to the possession, use, distribution, growth or manufacture of any non-prescription drugs or other controlled substances as defined by the Criminal Code of Canada or the Controlled Drugs and Substances Act, or the possession, storage or use of any related paraphernalia, including the first such violation, will result in immediate discipline, including the immediate cancellation and termination of this Agreement and the immediate barring of the Resident from the use of the Room, other parts of College Quarter, other residence facilities operated by the University.

DAMAGES

You are responsible for damages that occur in your apartment and bedroom beyond “normal wear and tear”, including damages to both sides of your apartment and bedroom door. Any damages not accounted for in the common areas will be charged to each roommate on an equal basis. You are also responsible for any damage that your guest may cause. When damage or theft occurs to rooms, halls, bathrooms, furniture, equipment or common areas, we all end up paying the cost one way or another. When persons responsible for damage or theft are not discovered or disclosed, the cost is absorbed by all students. In some cases when damages occur and the individuals are not identified or discovered, a particular hall or community can be subject to charges. If you are aware of individuals causing damages or theft please call Campus Safety (966-5555) or talk to your RA to avoid your community paying for the bill and Residence fees increasing. Removal of closet doors (where provided), window screens or disassembly of beds is prohibited and will result in a minimal automatic reinstallation charge of \$25.00. Additional charges will apply if there are damages.

Door Posters: writing on doors (unless a “memo” board is used) will result in an immediate \$25.00 cleaning charge. If you wish to have a door poster, the entire door must be covered with a clear Mack track which has a light weight adhesive. Door/window posters deemed inappropriate will be removed.

GAMBLING POLICY

Participating in and/or running an illegal gaming or gambling operation is prohibited.

BBQS & DEEP FRYERS

Use of personal BBQ's are not permitted in or outside of residence.

Deep fat fryers or other oil based cookers are not permitted to be used in Residence as they are a significant fire and smoke hazard.

WEAPONS AND DANGEROUS ITEMS

The following items are not permitted in, to be stored in or brought into residence at any time:

Fire Arms
Pellet and BB Guns
Sling Shots
Ammunition

Air Soft Guns
Paint Ball Guns
Potato Cannons
Fireworks

Firecrackers
Inflammables

Knives (ie. Hunting, exotic or ceremonial)
Explosives of any type

Any item that may be deemed dangerous by Residence Life Staff

VEHICLES

You are not permitted to operate, store, conduct maintenance/service and or bring any motorized vehicle into Residence at any time. This includes but is not limited to Pocket Bikes, Scooters or any other item deemed to be a vehicle by Residence Life Staff.

Bicycles are not permitted to be stored in your residence room or operated in residence at any time.

WINDOWS

You are not permitted to remove your screens from your windows, you will be charged for repair or replacement if they are removed. Your window is not a garbage chute. Items are not to be thrown out your window. You are not to throw or fire projectiles at person outside of your window. Any student in violation of this policy may be subjected to monetary charges from the Maintenance Department and subject to the Residence Discipline Process.

PERSONAL SAFETY

Any activity that has the potential to harm residence or facilities (including play fighting, pranking, sports indoors, water fights) is not permitted in residence. Harassment, discrimination and violence are not permitted and will be dealt with seriously. **Report all such incidents to Residence Staff or Campus Safety immediately.**

The University's Policy on Discrimination & Harassment

Discrimination and harassment are prohibited by law and will not be tolerated. The University will respond promptly and effectively to reports of discrimination and harassment and will take appropriate action to prevent and correct behavior that violates this Policy. Report any incidents of discrimination or harassment to Residence Life Staff or Campus Safety. Harassment is a form of discrimination, which is prohibited under the Saskatchewan Human Rights Code and the Occupational Health and Safety Act when it is based on:

- color, race or perceived race, creed, religion, nationality, ancestry, place of origin;
- sex (including sexual harassment and gender identity), sexual orientation;
- marital or family status;
- age, disability, physical size or weight;
- or the receipt of public assistance.

Harassment usually involves a series of incidents that create a hostile, intimidating environment. For more information on what is harassment and what to do if you feel you are being harassed, go to the Discrimination & Harassment Prevention Services website at www.usask.ca/dhps/.

If you ever feel your safety is at risk contact Campus Safety immediately at 966-5555.

QUIET AREAS AND QUIET HOURS

Some areas of the Residence have been designated as **ACADEMIC AREAS**, where a lower level of activity is the norm. Living there is a privilege. If a student living in an Academic Area cannot adhere to the community standards of a quiet hall, s/he will be either moved to a social hall where the noise tolerance is greater or may be evicted. Social halls are more active but during "**Quiet Hours**" all activities which may disturb those trying to sleep or study shall be suspended.

QUIET HOURS ARE AS FOLLOWS

In Academic Area – 24 hours per day – seven days a week
Social Areas – Fridays & Saturdays – Midnight to 10:00 am
Sundays thru Thursdays – 10:30 pm – 7:00 am

Quiet Hours will be in effect 24 hours per day in all areas for certain periods prior to and during examinations. You will be notified of this when the examination schedule is known. Notwithstanding the particular restrictions during Quiet Hours, the intentional disruption of another resident's right to sleep or study **AT ANY TIME WILL NOT BE TOLERATED.**

STEREO, TV, MUSICAL INSTRUMENTS

The use of these items is permitted so long as you respect those who live around you. Please consider using headsets whenever you listen to your stereo. If noise is excessive; you may lose the privilege of having that item in your room. Practicing/playing of other musical instruments should be done only with the approval of your roommates, neighbours and RAs. Drums are not allowed in Residence.

ACTIVITIES IN COMMON AREAS

Sports & equipment such as roller blades, hockey sticks, Frisbees, hacky sacks, bikes, footballs, etc. are not to be permitted in the hallways or other common areas. In addition to being dangerous to your fellow residents, they may cause physical damages to the building. All movie nights in common areas must be cleared through the Residence office. XXX Rated movies are not permitted in these areas.

Confetti is banned from Residence.

PETS

Pets or animals are **NOT** permitted in Residences. Upon a written letter of request to the Residence Office, small aquariums with fish may be permitted.

ADDITIONAL FURNITURE/EQUIPMENT

Rooms are furnished with a bed, desk, chair, study lamp, clothes closet and dresser storage. The common areas are furnished with basic furnishings and three major appliances. Students are not permitted to bring additional furniture into residence. Water-filled furniture or equipment is not to be brought into the building.

SOLICITATION

Solicitation within Residence is not permitted.

High-Pressure Religious Recruiting on Campus

The University of Saskatchewan celebrates diversity, including religious diversity. Your time on campus is an opportunity to grow academically as well as socially, culturally and spiritually. The religious and cultural diversity of campus life offers the possibility of furthering your religious and ethical beliefs, along with the opportunity to investigate other perspectives.

Exploring one's own faith, discovering other people's ways of life, beliefs, and practices-even if you disagree with them-can help foster understanding.

Choosing to belong to various groups while attending university is an important decision. If you are experiencing unwanted pressure from a group there are various supports for you on campus.

Who can help?

Multi-faith Chaplains Association
966-8931

University Residence Office
966-6775

International Students Office
966-4925

Campus Safety
966-5555

ADVERTISING/POSTERS

All posters have to be approved by the Residence Office. Posters that do not have authorization will be taken down.

FIRE SAFETY

FIRE ALARMS

The hallway and each apartment are equipped with smoke detectors. The smoke detectors in your apartment are local only (they will sound only in your apartment). Corridor smoke detectors are connected to the building alarm system and when they are set off the entire building alarm system will sound and automatically send a signal to the Fire Dept.

If you discover a fire, and the alarms are not already sounding, pull the alarm and shout "FIRE!" The alarm will ring in the fire station.

For your safety, you should locate the exit nearest your room, as well as an alternate escape route in case the first one should be blocked. Do this now; it may save your life!

If it is found that the building fire alarm has been triggered due to the negligence of a resident, then that resident will be eligible to disciplinary action under the Residence Community Standards.

Students who trigger a building alarm due to their own negligence will be required to pay for an electrician call out and may be subject to further fines.

WHEN YOU HEAR THE ALARM

1. Get up, wake up your roommates and put on shoes and a warm coat.
2. Feel the door – if it is hot, do not open it. Open the window and call for help.
3. If the door is not hot, go to the nearest exit.
4. If there is dense smoke, cover your nose and mouth. Do not panic, but crawl or walk to the exit. Do not take the elevator, use the stairs instead. In a fire, the elevators could be death traps. **KEEP OUT OF THEM**
5. Go outside and wait for instructions from the Fire Department, Campus Safety or Residence staff. If it is cold outside go to the closest building to keep warm and wait for further instruction.

Students who do not vacate during fire alarms or fire drills will be fined \$100.00.

FIRE EXTINGUISHERS

Dry chemical fire extinguishers are provided in each apartment. It is the responsibility of each tenant to check the extinguisher to ensure that it is fully charged (needle should be in the green zone). If you are uncertain whether the extinguisher requires servicing notify the maintenance staff. Please familiarize yourself with the operating instructions detailed on the extinguisher.

TAMPERING WITH FIRE EQUIPMENT

The fire equipment located in the Assiniboine and Wollaston Halls are there for a purpose. Tampering with this equipment or setting false alarms are serious offences and will be treated as such. Residents must also realize that it is a serious act of negligence to ignore a fire alarm. Anyone that acts in this manner will be disciplined and/or evicted.

Students who are found to have tampered with their fire safety equipment will be fined a minimum of \$100.00.

HEAT AND SMOKE DETECTORS

Specific information on heat and smoke detectors will be added here as it becomes available.

Using the silence feature

The silence feature on your new smoke detector can temporarily quiet an unwanted alarm for up to 10 minutes.

WARNING!

The Silence feature does not disable the unit - it makes it less sensitive to smoke. For your safety, if smoke around the unit is dense enough to suggest a potentially dangerous situation, the unit will stay in alarm or may re-alarm quickly. If you do not know the source of the smoke, do not assume it is an unwanted alarm. Not responding to an alarm can result in property loss, injury, or death. If the unit will not silence and no heavy smoke is present, or if stays in silence mode continuously, it should be replaced immediately – please contact the Residence Office.

IMPORTANT!**To silence your smoke detector:**

1. To silence your smoke detector, you must press the test/silence button on the unit.
NOTE: The red LED on the detector will be flashing rapidly. No audible sound will be heard. The unit will exit “silence mode” in approximately 10 minutes.
2. While the unit is in “silence mode” pressing and holding the test/silence button for approximately 10 seconds will test the unit. After testing, the unit will re-enter “silence mode” and the 10 minute timer is reset.

VACATING RESIDENCE

DAMAGES

You are responsible for damages in your apartment beyond normal wear and tear, including damages to both sides of your apartment door.

CLEANING

When vacating you must leave your room and apartment clean. You must make arrangements with the Seager Office to have your room inspected and complete an “**OUTGOING CLEARANCE FORM**”. You will be charged a base rate of \$150 for cleaning services plus an hourly charge for areas you have not cleaned. On vacating, clean shall be interpreted to mean:

- a) All personal belongings including garbage, posters, etc. must be removed from the apartment and storage lockers prior to inspection.
- b) All tape, nails, hooks, brackets, holders, etc. installed by the tenant must be removed from all walls and cupboards prior to inspection.
- c) The bedroom and common areas must be cleaned to the state that existed at the time of taking occupancy of the apartment, and specifically the following items must be cleaned prior to inspection: (Please do not use abrasive cleaners such as Ajax, Comet or Old Dutch for cleaning.)
 - i) Refrigerators and freezers must be defrosted, washed inside and out.
 - ii) Stove must be cleaned inside and outside and free from all grease – coil elements must be left in upright position after cleaning for inspection purposes only.
 - iii) Fume hood must be washed and free of all grease – aluminum filter must be cleaned and left on countertop for inspection purposes only.
 - iv) Refrigerator, freezer and stove must be pulled out from wall for inspection purposes only.
 - v) Kitchen sink must be washed and rinsed.
 - vi) Toilets must be cleaned inside and out and surrounding walls cleaned.
 - vii) Bathtub and surrounding walls must be clean and free from dirt & soap.
 - viii) Bathroom and bedroom sinks must be clean and free from dirt and soap.
 - ix) All walls, cupboards, closets, doors, etc. are to be washed.
 - x) Hard-surfaced floors must be swept or vacuumed and washed thoroughly.
 - xi) Carpeted floors are to be thoroughly vacuumed.

CHECK-OUTS

Prior to leaving residence you must check out with a Caretaker. Together you will review your apartment and document any damages or cleaning issues. After your checkout is complete, you will give your keys to the residence staff member.

- d) At the time of inspection all keys are to be handed directly to the Caretaker conducting the inspection. A charge of \$50.00 for room key(s), \$25.00 for mail key(s) not returned will be assessed.

- e) If your apartment is not clean when you move out you will be charged for cleaning.

DETAILS

- f) Complete a change of address card at the Post Office in order to avoid delays and possible loss of mail.
- g) Ensure to settle all accounts with outside service providers like Sasktel and Shaw.

U OF S SERVICES

PARKING

- a) PARKING IS ADMINISTERED THROUGH THE PARKING OFFICE LOCATED IN THE POULTRY SCIENCE BUILDING 72 Campus Drive. (966-4502). Office hours are 8:30 am – 4:15 pm Monday to Friday, holidays excepted. Parking spaces are sold in a first come first serve basis.
http://www.usask.ca/consumer_services/parking/
- b) **VISITOR PARKING.** Visitors must park in the metered parking stalls only. Visitor parking permits are available from the Parking Office. Permits must be purchased in advance and during regular office hours.

In order to park a vehicle on “University of Saskatchewan” property, the vehicle must have valid plates and registration. The regulations of the University state:

“6.6.11 No operator shall park a motor vehicle upon university property without displaying valid license plates, with current and valid validation stickers attached to each license plate, in the manner prescribed in The Vehicle Administration Act, or a registration permit, displayed in the manner prescribed in section 29 or The Highway Traffic Act, or a valid license plate or registration permit from any other lawful jurisdiction.”

It is therefore not legal to park a vehicle without plates at on University property, including the parkade and U-Lot, for “storage” purposes: eg. leaving the country for several months and leaving an unlicensed vehicle parked in your stall (even though it is paid for or even if insurance is in effect.) If leaving an unlicensed vehicle, it must be parked off University property. Vehicle maintenance including oil change is not permitted on University property.

Failure to comply with the above regulations could result in violations and or seizure of the vehicle. All charges (including storage fees) related to said action would be the sole responsibility of the registered owner.

FOOD SERVICES

The main Food Service Building is Marquis Hall. In addition to the main Food Service Building, there are Food Service outlets in the following buildings: Arts, Education, Agriculture, Kinesiology, Geology, Vet Med and Place Riel.

Meal contracts for students living in College Quarter are available. More information about meal plans can be obtained from the Food Service Department in Marquis Hall (966-6789).

INTERNATIONAL STUDENTS AND STUDY ABROAD CENTRE (ISSAC)

International Students studying at the U of S and Canadian students planning on a foreign exchange are invited to make use of the ISSAC, located in room 80 Lower Place Riel, for assistance with problems that may be of concern to them. (966-4923).

The International Students and Study Abroad Centre provides support to international students and their families through services, programs and activities, while promoting cross-cultural understanding within the University and its surrounding community. Whether you want to practice your English skills, showcase your country during International Week, or simply take a break in the International Students’ Lounge, the ISSAC offers all this and more.

HELP CENTRE

Located in (Room 27 Place Riel – In the Arts tunnel) The USSU funds two positions in this office:

1. A student Loans Advisor who can assist you with Canada/Saskatchewan Student Loan problems or questions.
2. Student Affairs Officer who can assist with personal problems, conflicts with professors, class withdrawals, scholarships, internships, appeals, general confusion, crisis intervention and much more.

The Help centre is a warm, friendly environment that is open to everyone. We have comfy couches and friendly people always willing to chat. We're here to help students with whatever they may need. Our volunteers are extensively trained in many situations. Whether you need a shoulder to lean on, a free phone, access to the exam file, or any other assistance just stop by and check us out.

STUDENT COUNSELLING SERVICES

Counseling services are available to all students and prospective students free of charge.

The services provided include personal counseling, couples' counseling, family therapy, support groups and career counseling. The counseling office also offers seminars in such areas as communication skills, study habits and personal development. Counsellors work with students who are experiencing distress or emotional discomfort in a variety of areas.

The Student Counselling Office is located on the main floor of Qu'Appelle Hall Addition. (966-4920).
<http://students.usask.ca/wellness/>

STUDENT HEALTH CENTRE

The Student Health Centre is a health care centre located on the first floor of Saskatchewan Hall and in is open to provide health care for all registered University of Saskatchewan students, their spouses or partners, and dependants. The outside entrance is located beside the Memorial Union Building (MUB), but can be reached from Place Riel without stepping a foot outside, just follow the signs. The Health Centre offers a wide variety services including: general medical treatment (male & female physicians), psychiatric consultation, sports medicine, obstetrical/gynecological service, annual & university entrance physicals, minor emergency & first aid care, employment/athletic/ SGI/childcare physicals, nutrition counseling, social work (counseling), nurse practitioner, massage and chiropractic services, immunizations, nursing and health education. Please note that all services are confidential. Your health information will not be released to anyone without your permission unless required by law. Our hours of operation are as follows:

September to April:

Monday 8:30am to 12:00 noon;
1:00pm to 4:30pm

Tuesday, Wednesday & Friday
8:30am to 4:30pm

Thursday
9:30am to 4:30pm.

- When possible make appointments by calling 966-5768. We provide walk-in medical services for minor emergencies and problems that cannot wait for an appointment.

- For a serious or life threatening emergency or one that cannot wait go directly to Royal University Hospital.

DISABILITY SERVICES FOR STUDENTS

Disability Services for Students (DSS) is an office on campus that assists students by offering programs and advocacy services—fostering an accessible and welcoming campus. All students with disabilities are encouraged to register with the office at 966-7273. Access to most services and programs provided by the Disability Services for Students is restricted to students who have registered with DSS.

Eligibility:

- Add, ADHD
- Mobility Impairments
- Hearing Impairments
- Head Injuries
- Learning Disabilities
- Visual Impairments
- Chronic Health Problems
- Psychological Disorders

Services available:

- exam accommodation
- note taking
- orientation
- information on grants, scholarships, Awards and Student Loan Programs
- accessible classroom scheduling
- referrals to disability agencies

Visit their website, <http://students.usask.ca/current/disability/>, for more information and to register with DSS

ABORIGINAL STUDENT CENTRE

The Aboriginal Students' Centre offers a variety of programs, events and support services to current and prospective Aboriginal Students.

110 Marquis Hall (Across from the Bookstore)
966-5790

USSU

The University of Saskatchewan Students' Union strives to be recognized leader in enhancing the student experience. The USSU operates many services and operations around campus including Browsers, Information Centre, Louis', XL Design and Reproductions, LGBTA, Women's Centre, Food Centre, Victim's Advocate, Childcare Centre, Help Centre, Academic Advocacy and Safewalk. Check out www.ussu.ca or stop by Lower Place Riel for more info.

PRIDE CENTRE

The USSU Pride Centre is a welcoming, vivacious, and celebratory campus community. They provide a friendly environment with a diverse group of people of all sexual orientations and gender identities.

104 Memorial Union Building
966-6615

WOMEN'S CENTRE

The Women's Centre is a safe, dynamic, comfortable, positive space to organize around feminism and activism. It serves as a resource and information centre, with a large library of feminist titles. There's a lounge to hang out in and meet like-minded people. It is a place of inspiration, enlightenment, and encouragement. It recognizes the strength of the diverse and vibrant community at the U of S and Saskatoon.

105 Memorial Union Building
966-6980

FOOD CENTRE

The USSU Food Centre was established in 2003 by the University of Saskatchewan Students' Union in conjunction with the Saskatoon Food Bank in response to hunger on campus. This is a growing concern due to increases in tuition and insufficiencies of student loans.

Room 45 Lower Saskatchewan Hall
966-1792

PHONE NUMBERS

Campus Safety.....	966-5555
Emergency 9-1-1 (call for fire, ambulance).....	911
Crisis/Suicide Info Line.....	933-6200
Open Door Society.....	6534464
Poison Control Centre.....	1-866-454-1212
Problem Gambling Help Line.....	1-800-306-6789
Saskatchewan Drug Info Centre.....	975-3784
Saskatoon Crime Stoppers.....	931-8477
Saskatoon Sexual Assault and Info Centre.....	244-2224

AIRLINES

Air Canada.....	1-888-247-2262
Westjet.....	1-800-538-5696

BUS INFORMATION

(STC, Greyhound).....	933-8000
Saskatoon Transit Service.....	975-3100

CAB

United.....	652-2222
Radio Cab.....	242-1221
Blueline.....	653-3333

TRAVEL

Highway Hotline (Road Information).....	933-8333
Travel Cuts.....	975-3722
Time of Day.....	244-6411

CAMPUS OFFICES

Campus Bookstore.....	966-4468
Campus Rec.....	966-1040
Food Services.....	966-6789
Residence Office.....	966-6775
Campus Safety.....	966-5555
Campus Parking.....	966-4502

CAMPUS STUDENT SERVICES

Counselling Services.....	966-4920
International Student Office.....	966-4925
Student Health Centre.....	966-5768
University Chaplains.....	966-8500
USSU.....	966-5768
Women’s Centre.....	966-6980
Pride Centre.....	966-6615
Safewalk.....	966-7233(SAFE)
Help Centre.....	966-6981
Food Centre.....	966-1792
Graduate Student Association.....	966-85471
Disability Student Association.....	966-7273
Aboriginal Student Association.....	